



Department of Public Health and Human Services

Public Health & Safety Division ♦ Communicable Disease Control & Prevention Bureau

Immunization Program ♦ PO Box 202951 ♦ 1400 Broadway St ♦ Helena, MT 59620-2951

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Steve Bullock, Governor

Richard H. Opper, Director

To: All VFC Providers
From: Montana Immunization Program
Re: Annual VFC Re-enrollment

Annual VFC re-enrollment is open now!

Providers can begin updating and submitting their 2017 Site Contracts in imMTrax. Starting January 1st, imMTrax will not let you reconcile or order vaccine until you have completed your 2017 Site Contract. **The deadline is January 31st.** After that time, you will be temporarily inactivated from the VFC Program until your Site Contract is completed. Attached to this email is a sample of the 2017 Site Contract.

Please complete the following activities *before* beginning your 2017 Site Contract:

- Main and Alternate VFC Vaccine Managers must have completed the quiz associated with the Annual Provider Education webinar (October VFC Hot Topics). Links to the recorded presentation and quiz are below:
 - [Annual Provider Education Presentation \(10/2016\)](#)
 - [Link for Quiz](#)
- Main and Alternate VFC Vaccine Managers must have completed the quiz associated with the Borrowing Boot Camp webinar, if your clinic manages public and private stock (August VFC Hot Topics). Links to the recorded presentation and quiz are below:
 - [Borrowing Boot Camp Presentation \(08/2016\)](#)
 - [Borrowing Boot Camp Quiz \(08/2016\)](#)
- Submit approval data for your recalibrated data loggers using our online Vaccine Incident Report
- Review the list of providers for your facility in imMTrax and email changes to hhsiz@mt.gov
- Tally your Provider Population Numbers from 2016 (Do not worry about data for the >19 year category.)
- Have Medical Director's name, MT license number, Medicaid or NPI number, and EIN. (*If your clinic bills Medicaid under the clinic's NPI number, please use this. If your clinic bills using multiple NPI numbers use the Medical Director or equivalent's NPI number.*)

To update your Site Contract in imMTrax, follow these steps:

- You must be the imMTrax site administrator at your facility to complete your Site Contract.
- Under **Manage Operations**, click **Site Contract**.
- Under the PDF Column, click the blue hyperlink **Create New**.
- Review **ALL PAGES** of the contract (using the "Next," "Back," and "Cancel" buttons) and update information as necessary.
- When you are finished updating your 2017 Site Contract, hit **Save and Submit**. You can print a copy for your records by clicking the "2017 PDF" link under the PDF column.

- Your re-enrollment is not complete until the Immunization Program approves your Site Contract. You can follow this process by monitoring the “Approval Status” column on the Site Contract page.
- Please allow three business days for your Site Contract to be approved. To avoid delays, respond promptly to inquiries from the Immunization Program.

If you need additional assistance or have questions, please e-mail hhsiz@mt.gov or call 444-1613 or 444-0277. For the complete guide to updating your site contract, please visit <http://dphhs.mt.gov/publichealth/Immunization/VaccinesforChildren/VFCHotTopics.aspx>

Thank you and have a Merry Christmas!